

ASSESSMENT Study Skills

Assessment Tasks

This course is assessed with eight practical assessment tasks. The tasks are designed to ensure that you are competent with various academic and computer-related skills which will be important in your progress within Otago Polytechnic's massage therapy programmes.

You may already have some of these skills, in which case you are permitted to complete the relevant assessment fairly quickly without making use of the learning supports which are available to you. The only exception to this rule is the *Setting Personal Learning Goals* module. You must complete this before you can complete the assessment task – My personal learning profile.

Study Skills Learning Support

There are four supports for your learning process in this course.

1. Community Learning Centres
2. Online learning modules
3. Otago Polytechnic Learning Centre
4. Tutors

The **Community Learning Centres** (CLCs) are available to support your process of gaining familiarity with the use of computers within most areas in Otago. As part of your orientation process you should have been introduced to the CLCs, so you will know that in most cases you will need to book a space before turning up.

Online learning modules are available to support you developing the skills and understanding required to complete many of the assessment tasks. The course coordinator will direct you to these learning modules.

The **Otago Polytechnic Learning Centre** staff are happy to help you with any academic study skills support you may need. You can either book an appointment with them on the Otago Polytechnic campus, or can contact them through email on LSCENTRE@tekotago.ac.nz if you need distance support.

Throughout the first semester of study, your **tutors** will be available to provide one-on-one help with any problems you may have, and will run educational seminars to support your learning.

The assessment tasks

The following table outlines the assessment tasks which are involved in this course, the learning modules which support them, and the due date for each of the assessment items.

Assessment Task	Supporting Learning Modules	Due date
1 – OP IT Induction		10-Apr-09
2 - Blogging		27-Feb-09
3 – Feed aggregation		varies
4 - Learning Strategies	Approaches to Learning	6-Mar-09
5 - Introduction to Principles of Sustainability	Connect to and surf the Internet Introduction to Principles of Sustainability	27-Mar-09
6 - Essay - My personal learning profile	Operate a Word-processor Academic Writing Apply APA Referencing Setting Personal Learning Goals Use Library Services Effectively	9-Apr-09
7 - Paragraph - Time Management	Academic Writing Time Management	22-May-09
8 – Self-assessment – Strengths & Weaknesses	All	22-May-09

All assignments are to be submitted by email to the course lecturer by 5pm on the due date unless otherwise instructed.

If you have any queries regarding any of the course instructions, please send your query through the course email group. You'll probably find that other students have the same query, and it's best if the lecturer can answer everyone at once.

Resources
Otago Polytechnic Learning Centre
Community Learning Centres
Online Learning Modules
Lecturer